

## Safa Vision

At SCS we aim to enable our learners to have success for today and to be prepared for tomorrow.

نحن في مدرسة الصفا كوميونيتي نسعى الى تأهيل طلابنا للنجاح اليوم وتحضيرهم لمواجهة المستقبل

Admission Policy 2023 - 2024

## **Philosophy**

To support families and children with varied learning abilities and ensure a transparent and effective admission process.

## **Objectives**

- To achieve the vision of Safa Community School.
- To support parents in understanding the admission process at Safa Community School.
- To support the school by selecting a diverse student body to enrich the student community that promotes the values of Safa Community School.
- To adhere to the KHDA guidelines and UAE laws while facilitating student admission.

## **Quality Control**

The admission policy will be reviewed annually to include any amendments in KHDA guidelines and in the UAE Laws. The School Registrar is responsible for the successful implementation of this policy. The school executive leadership team will carry out the review annually.

## **Introduction**

Safa Community School aims to provide an education of the highest quality for every child. The school is committed to maximising the learning potential of every child and through a range of creative, imaginative and challenging learning experiences, children develop lifelong learning skills.

We instill in all children, a sense of responsibility and an understanding of the need for tolerance, empathy, courtesy and consideration to others.

## **Application Process**

The Admission process starts by visiting the school website and filling up an online application form from the admission section. The necessary admission documents are requested to be uploaded within the online application or can be submitted at school. The direct link for the online application is given below.

Kindly make sure you check our website information for the Year Group Eligibility to ensure that you apply for the correct year group for your child.

- Parent Valid Documents – Mandatory
- Passport copy.

- Residency visa.
- Emirates ID of Parents (front and back)

#### Student Valid Documents – Mandatory

- Passport copy
- Residency visa of student
- Emirates ID of Student (front and back)
- Birth Certificate
- Vaccination Card – A copy of the recent card should be submitted to the school clinic along with a filled medical form at the start of schooling.
- Recent report cards of the last 2 years of study - copies should be provided in English

Please be aware it is the responsibility of the parent to inform the school of any changes in circumstances of a child, for example, should the custodian of the child change.

The registration team will contact the parent after reviewing the application within 2 working days.

Admission Fee – AED 500 to be paid by cash/card/ bank transfer for the application to be considered. This fee is non-refundable and does not guarantee that a seat will be offered. If a particular year group is full, this fee is payable in order to place the student on the waiting list. The Application will be considered incomplete until all the above have been received.

***Leaving certificate for students coming from Dubai schools:*** this is an important document required by KHDA. The Transfer Certificate needs to be collected from the student's current school at the end of the Academic Year and submitted to SCS before the first joining day of the student.

***Leaving Certificate Outside Dubai*** is required by the UAE Ministry of Education from Year 3 and above. It requires attestation from the country of origin. A sample can be found on our website

At Safa Community School, our assessments take into consideration the whole child. We observe communication skills, social development, behaviour, attitude, manners, and physical development – both large and small motor control and academic levels. We are also interested in specific talents in any field – musical, sporting or artistic, as well as academic.

### **Assessment Information:**

- Foundation 1 and 2: A recent Nursery report is requested, if applicable, and all children are invited into school for a playdate, where our staff make observations to inform class placements.
- Year 1 and 2: Children are invited into school for a playdate, where we observe children through play-looking at physical development, body awareness and readiness for learning.
- Year 3 to 6: Children are invited into school to complete a CAT4 assessment. Children also meet with a member of the pastoral team to engage in general conversation and share interests. Any documents such as previous reports, awards, or other indications of special interest or talent will be welcomed by the pastoral team to assist in forming a more complete picture of your child.
- Secondary: Students complete a CAT4 assessment and are invited to talk with the Head of Secondary and/or a pastoral lead, to share strengths, interests and goals for their secondary journey.

We take our time to allow us to get to know your child and assessments will normally take 30-60 minutes in Foundation Stage and Year 1. CAT4 testing requires an online assessment that takes approximately 1 hour and 40 minutes. All assessments are conducted either individually or in the form of a small group to ensure that it is a relaxed, stress-free experience.

Children with a range of complex needs, who are unable to access their year group assessments, will spend some time in a classroom to ensure the environment can be adapted to suit their needs. Accessible assessments, and/or observations will determine the level of support required. Parents will also be invited to speak to the Inclusion and Pastoral Heads to paint a full picture of the child's needs. A bespoke transition plan will be available, where it is deemed necessary.

All assessment documents, results and assessor's comments remain the property of Safa Community School. After the assessment, you will be contacted within a week by the Registrar who will inform you whether Safa Community School is able to offer a place. Once offered, parents are requested to pay security deposits within 7 days, as per KHDA guidelines.

Safa Community School admits pupils in line with the Dubai Ministry regulations and the Safa Community School's admission policy.

The school welcomes students of determination and ensures that students are not refused admission based only on their experience of SEND. Our specialist Inclusion team ensures that

each child achieves their true potential. For further information please see our Inclusion Policy.

Enquiries regarding the school can be made via the online enquiry form which can be accessed via this web site or by contacting the school directly. The Registrar is available to answer any individual queries regarding admissions.

The Registrar will be able to assist parents with the completion of all paperwork concerning registration. Providing that the registration process is complete and within Ministry cut off dates, places are offered immediately.

Safa Community School's admission's policy considers all children. Families are welcome to apply to Safa Community School regardless of nationality, ethnicity, gender or religion. Safa Community School is a truly inclusive, National Curriculum school.

Whenever possible we aim to interview every child and their parents prior to entry and each child must take an age-related placement test to ensure that they are ready for the high-quality education on offer at Safa Community School.

When considering placing a child within Safa Community School we consider the information provided by the child, parents, evidence from the previous school (school reports), the placement test and any other information that has been provided.

Documents required for registration are as follows:

- A copy of your child's passport plus UAE entry stamp and/or residency page;
- A copy of Emirates ID for child and both parents;
- 3 recent passport photographs (on photographic paper on white background please);
- Copies of your child's last 2 school reports for all children entering Year 1 and above;
- Transfer certificate: see below;
- Full details of any special educational needs, individual education plans (IEPs) and any Educational Psychologist's or other therapist's reports available. It is essential that all educational history is presented to Safa Community School prior to a place being offered;
- 1 copy of your child's birth certificate (residents of some countries must produce an attested copy);
- Registration fee of AED 500 (non-refundable).

An application form is available to download via this website. This then needs to be submitted with the appropriate supporting documents as itemised above. Alternatively, application forms are available via the School Reception.

Please note that registration does not guarantee your child a place. Applicants to Safa Community School are advised to regularly contact the Registrar to discuss the status of their application.

Receiving an offer of a place at Safa Community School, Dubai will give you priority placement for Year 7 at Safa Community School. Registration fees to these schools will still need to be paid, however, your child will not need to take any assessments.

### **Transfer Certificate**

Every student is required by the UAE Ministry of Education Law to produce a transfer certificate from their last school. This is strictly enforced and failure to produce a properly completed certificate, or a legally binding undertaking to produce all the necessary documentation, will result in your child's place being withdrawn.

Please discuss your child's transfer certificate requirements with the Registrar as your country of origin and last school is taken into consideration.

The Certificate must be on official school letterhead and must contain the following information:

- Full name of the child
- Date of enrolment in the school
- Child's date of birth
- Date the child left the school
- Grade / Class on leaving the school
- School stamp and signature of the Principal
- Curriculum used

*NB: Children coming from countries other than the United Kingdom and Ireland should have the original Transfer Certificate (TC) attested by:*

- Ministry of Education (from country of TC origin)
- Ministry of Foreign Affairs (from the country of TC origin)
- UAE Embassy (from the country of TC origin)

**Review Date: August 2024**